

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, January 19, 2011
Civic Center, Room B-8
5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

Ken Small, Chief of Police

Russell Reinhart, Police Lieutenant

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Proposed Changes to Special Meeting of November 29, 2010 Minutes Provided by Chair Barton
- Meeting of December 15, 2010

5. ELECTION OF COMMISSION CHAIR AND VICE-CHAIR

Recommended Action: Conduct election for Commission Chair and Vice-Chair for the term of February 1, 2011 through June 30, 2011 and motion to approve election results.

6. OVERVIEW OF POBAR AND POLICE OFFICER DISCIPLINE

Presentation by Chief Small and Lt. Reinhart

7. OVERVIEW OF THE BROWN ACT

Presentation by Jennifer McGrath

8. AGENDA PROCEDURE REVIEW

Presentation by Jennifer McGrath and Michele Carr

9. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

10. LABOR RELATIONS UPDATE

11. SECRETARY'S REPORT

- Position Vacancy Report
- 2011 Council Liaisons

12. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

13. INFORMATION ITEMS

Grievance Report – January 2011

14. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of February 16, 2011.

ITEM # 4

11/29/10 Special Meeting - Personnel
Commission

This is from paragraphs 4 and 7 of the proposed minutes:

A. Paragraph 4 currently reads:

"Mr. Murphy stated he felt there was a fundamental breakdown in communication. None of the Commission members knew that this was pending with another body of jurisdiction and that a different matter had been folded in. He stated the Chair informed him that the January determination had not been followed and the Commission was trying to find out what the substance of the dealings was. He wished people had know the message each side was receiving and what the circumstances were."

Revise minutes as:

"Mr. Murphy stated he felt there was a fundamental breakdown in communication. None of the Commission members knew that the matter had been moved into the judicial system. He stated the Chair informed him that the Commission's January determination had not been followed and the Commission was trying to find out what actually had occurred. He indicated that he wished that the Commissioners had been informed that the case had moved into the judicial arena, and that the administrative jurisdiction was now superseded by judicial jurisdiction."

B. Paragraph 7 currently reads:

"Mr. Murphy explained that when he spoke to Chair Barton he had no idea it was being handled under another jurisdiction. Had he known that, his interpretation of their role would have probably been different."

Revise minutes as:

"Mr. Murphy explained that when he spoke to Chair Barton he had no idea that the matter was now in the judicial system. Had he known of the judicial involvement his interpretation of the Commission's role may have been different with respect to any follow-up investigation."

Remove MISS ELFORD AS Present

11/29/10 SPECIAL MEETING - PERSONNEL COMMISSION

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 4:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson

Commissioners absent: None

Legal Counsel to the Personnel Commission: Jim Murphy, Esq.

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Fred Wilson, City Administrator

Gil Coerper, Council Liaison to the Personnel Commission/Councilmember

Keith Bohr, Council Liaison to the Personnel Commission/Councilmember

Jennifer McGrath, City Attorney

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel Analyst

Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

DISCUSSION

The purpose of this meeting was to discuss the role of the Personnel Commission with regards to ownership and propriety of placing items on the agenda; approval of the agenda, and access to counsel.

Chair Barton recapped the events from the September and October Personnel Commission meetings which led up to the desire for a meeting with the City Administrator, City Attorney, and Council Liaisons to clarify these matters. He stated the Commissioners discussed allegations from Attorney Gregory Petersen during the September meeting and the Commission ordered that the next regular October meeting agenda include Mr. Peterson and the Officer's in a closed session. No one present from the city objected to the agenda item. The request for the closed session item was denied per joint memo from Fred Wilson and Jennifer McGrath a full month later after Chairman Barton reviewed the draft October meeting agenda and found that the City had not included the Peterson closed session matter. Following Barton's instruction to revise the draft agenda to include the Peterson closed session, the City Administrator and Attorney submitted a memo denying the agenda item. Additionally, the request for consult with outside legal counsel (James Murphy) was denied by the City Administrator on the basis there is no action pending before the Commission requiring legal advice from the Commission attorney. Barton reminded the City Administrator and City Attorney that the Commission has had access to independent counsel for at least 12 years and had not given up the right to have counsel present at meetings. Recently the Commission agreed to help reduce costs by limiting the independent council to meetings in which the Chairman invites counsel to attend. Chairman Barton expressed his dissatisfaction with the fact that the City Administrator has unilaterally removed access to the Commission's independent counsel and that it is wholly unacceptable. Barton revised the agenda to include the Peterson matter, emailed it to the meeting participants and posted it at

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5 pages
10/5

20/5

the City Hall. The City subsequently removed the posted agenda not allowing the Commission to proceed with the Gregory Peterson matter. During the October 20, 2010 meeting, the Commission heard from Mr. Petersen during public comments and received a written brief (which was not provided for inclusion into the minutes). The MINUTES City of Huntington Beach **PERSONNEL COMMISSION**

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SPECIAL MEETING 11/29/10 Page 2 of 4 Commissioners had concerns that the action ordered in a January 2010 Commission hearing may not have been undertaken by the City and that there was possible retaliation against the officers who filed the appeal action (Reed and Paholski). The Commission also had new concerns regarding: who controls the Commission's agenda; the Commission's authority to follow up on prior actions; any indication that there may have been retaliation against someone who exercised the right to grieve through the Personnel Commission; authority to post an agenda; and access to independent counsel. Fred Wilson explained the decision to deny the closed session item was due to the fact that the Personnel Commission had completed their work. The Commissioner's responsibility was finished at the hearing and enforcement of the decision is not within the Commission's scope of authority. He added that allegations of harassment should be referred to the City Administrator and does not fall under purview of the Commission. If there are concerns that a Commission decision has not been implemented, the Commission can contact the Council liaisons or City Administrator. The duties for the commission are laid out in the Municipal Code and clearly state the group's responsibilities. Chairman Barton and Commissioners disagreed with the City Administrators opinion of our role reminding him that we relied on written opinions from our independent counsel which interpreted our commissions authority to include the follow-up of prior actions ordered. And that no one from the city has previously challenged these written interpretations of our role. And that it is particularly important for the Commission to follow-up on these allegations as the Commission has previously criticized the Chief of Police for inadequate personnel records failing to support disciplinary action. Separately, City Attorney McGrath said that she would not let city employees remain within the meeting should the Commission proceed with the Peterson matter and that the Commission was in criminal violation if it proceeds with the matter. The Commissioners reminded the City that it had no intent of any criminal misconduct and emphasized the need for access to the independent counsel which is denied by the relatively new City Administrator. Chairman Barton reminded everyone that the George Peterson matter was correctly ordered on the agenda and posted for public access. Only the City disagrees that the matter should be heard as allegations of misconduct by the city exist.

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Ms. McGrath clarified that there were two separate cases involving the same officers and she was not aware that Mr. Petersen appealed [what???]. The City believed the judge determined the case was over.

Mr. Murphy stated he felt there was a fundamental breakdown in communication. None of the Commission members knew that this was pending with another body of jurisdiction and that a different matter had been folded in. He stated the Chair informed him that the January determination had not been followed and the Commission was trying to find out what the substance of the dealings was. He

wished people had known the message that each side was receiving and what the circumstances were.

Commissioner Inglee expressed his concern of not having an attorney due to the mention of possible criminal conduct on their part by the City Attorney.

Commissioner Barton stated that someone should be responsible for making sure records are expunged. It appears that the Personnel and the Police Department did not remove references to prior disciplinary action from all records as instructed to do so by the Administrative Law Judge and the Personnel Commission. He expressed his frustration that this situation could have been better handled if it had been immediately communicated that other legal action was in process and explaining why the City believed it was in compliance. He reported he had asked Mr. Murphy to review this issue and keep a separate accounting of his records as the City had denied the Commissions access to council. Barton also expressed his opinion that the City should make payment to Mr. Murphy for his services. He then asked Mr. Murphy to share his analysis of what is under the purview of the commission.

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Mr. Murphy explained that when he spoke with Chair Barton, he had no idea it was being handled under another jurisdiction. Had he known that, his interpretation of their role would have probably been different.

Ms. McGrath stated the decision was finalized according to the procedures and rules, and it was complied with timely through transactions and payments back in March 2010.

Chair Barton inquired if the files were cleaned up. Ms. Carr responded that there is a question as to whether it is the investigative file or the personnel file that is required to MINUTES City of Huntington Beach **PERSONNEL COMMISSION**

SPECIAL MEETING 11/29/10 Page 3 of 4 be modified. She had a conversation with Lt. Reinhart who indicated that the requirement of the court has been met with respect to the investigative files as they were so ordered. The question remains as to what was actually required of the City to be done as a result of: (A) the hearing officers decision, and (B) by the court. The City Attorney reiterated the matters are separate and distinct but because they involve the same two individuals, they were co-mingled. The Notice of Compliance was delayed because the judge in the case was changed and there was a question as to how to proceed. The judgment has since been issued that the City fully complied with the Court requirements.

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Mr. Wilson expressed his concern that Chair Barton ignored advice from the City Attorney and modified the agenda to include the closed session item, then proceeded to post it on several doors including the glass over the official posted agenda. He added, most Commissions would rely on the input from the City Attorney for advice of what is correct and not correct. Mr. Barton reminded Mr. Wilson that he had relied on written opinions from the Commission's independent council and prior practice. The Commission has always controlled its own agenda and approving it. The agenda is posted by the City only after it is approved by the Chairman of the Commission. In this case, Mr. Barton posted the final agenda as the City failed to post the correct agenda. Mr. Barton reminded Mr. Wilson that the City Attorney is not always an independent source as the matter regarding Mr. Peterson was found in favor of the Police Officers and against the City and City Attorney. To rely on the City Attorney would be akin to having the fox oversee the chicken coup.

Ms. McGrath suggested it may behoove the City to switch back to prior procedure, and have her staff attend the meetings and utilize outside counsel when the City is adverse. This will be discussed internally as to the best use of resources.

Commissioners disagreed with this approach in favor of continuing with independent council.

Chair Barton stated his understanding is that he is to review and approve the agenda, and if the Commission had access to their counsel they could have hashed this out.

Commissioner Bush inquired as to the opportunity for the City Attorney to be involved in the discipline and grievance process. Ms. McGrath replied she is actively involved with Human Resources and the Police Department early in the process.

She also added that very few disciplines and grievances come to the Personnel Commission due to the fact that we do have strong positive relationships and are able to get involved early and improve the situation or solve the problem. Mr. Barton reminded everyone that this has not always been the case and the City has previously had a lot of grievance and disciplinary actions reviewed by the Commission.

Discussion ensued regarding approval of the agenda. Mr. Wilson instructed the Commission that staff prepares the agenda and the Commission has the option to agendaize matters they may want to discuss.

Ms. McGrath agreed that the Commission Secretary prepares the agenda. She explained the importance of complying with the Brown Act and that additional training may be necessary. She indicated she will review the advisory opinion provided by former Commission attorney Mr. Miller in 2002 regarding the Commission's role.

Council Liaison Bohr commented he appreciates all the boards and commissions and the hard work they do. He clarified that the Personnel Commission is advisory only and can review and comment; however, they cannot put items on the agenda that the City Attorney deems illegal or out of their purview. If there is a disagreement that cannot be worked out with staff first (City Administrator or City Attorney), then they can contact the Council liaisons.

Council Liaison Coerper commented that the Personnel Commission is doing an outstanding job. He recommended staying focused and working with the City

MINUTES City of Huntington Beach PERSONNEL COMMISSION

SPECIAL MEETING 11/29/10 Page 4 of 4

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Administrator, City Attorney, and Human Resources staff to keep moving forward for the betterment of the City.

Mr. Wilson added he will provide clear guidelines in writing as to the role of the City Attorney and outside counsel services.

The January 2011 meeting agenda will include actions to formalize the agenda process as to who controls it, approves it, and posts it, and access to independent council. Therefore nothing has been finalized regarding the role of the Commission's agenda or access to independent council at this time. Mr. Barton communicated that he regrets the Commission's prior decision to reduce costs by limiting independent council to meetings in which the Chairman of the Commission

previously invites council to attend because the relatively new City Administrator has now taken steps to wholly control the Commissions access to council.

ADJOURNMENT

The meeting adjourned at 5:30 PM to the next regularly scheduled meeting of December 15, 2010.

MINUTES

INCORPORATED PROPOSED CHANGES FROM CHAIR BARTON

City of Huntington Beach

PERSONNEL COMMISSION

SPECIAL MEETING 11/29/10

Pending approval by Personnel Commission at the meeting on 12/15/10

(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 4:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, ~~Elford~~, Garner, Inglee, and Lipson

Commissioners absent: ~~None~~Elford

Legal Counsel to the Personnel Commission: Jim Murphy, Esq.

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Fred Wilson, City Administrator

Gil Coerper, Council Liaison to the Personnel Commission/Councilmember

Keith Bohr, Council Liaison to the Personnel Commission/Councilmember

Jennifer McGrath, City Attorney

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PUBLIC COMMENTS

None

DISCUSSION

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Ms. McGrath stated the decision was finalized according to the procedures and rules, and it was complied with timely through transactions and payments back in March 2010.

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INCORPORATED PROPOSED CHANGES FROM CHAIR BARTON

City of Huntington Beach

PERSONNEL COMMISSION

SPECIAL MEETING 11/29/10

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Discussion ensued regarding approval of the agenda. Mr. Wilson instructed the Commission that staff prepares the agenda and the Commission has the option to agendaize matters they may want to discuss.

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Council Liaison Bohr commented he appreciates all the boards and commissions and the hard work they do. He clarified that the Personnel Commission is advisory only and can review and comment; however, they cannot put items on the agenda that the City Attorney deems illegal or out of their purview. If there is a disagreement that cannot be worked out with staff first (City Administrator or City Attorney), then they can contact the Council liaisons.

Council Liaison Coerper commented that the Personnel Commission is doing an outstanding job. He recommended staying focused and working with the City Administrator, City Attorney, and Human Resources staff to keep moving forward for the betterment of the City.

Mr. Wilson added he will provide clear guidelines in writing as to the role of the City Attorney and outside counsel services.

The January 2011 meeting agenda will include actions to formalize the agenda process as to who controls it, approves it, and posts it, and access to independent council. Therefore nothing has been finalized regarding the role of the Commission's agenda or access to independent council at this time. Mr. Barton communicated that he regrets the Commission's prior decision to reduce costs by limiting independent council to meetings in which the Chairman of the Commission previously invites council to attend because the relatively new City Administrator has now taken steps to wholly control the Commissions access to council.

ADJOURNMENT

The meeting adjourned at 5:30 PM to the next regularly scheduled meeting of December 15, 2010.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
12/15/10

Pending approval by Personnel Commission at the meeting on 01/19/11
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Elford, Garner, Inglee, and Lipson
Commissioners absent: None
Others Present: Michele Carr, Director of Human Resources
Jennifer McGrath, City Attorney
JoAnn Diaz, Principal Human Resources Analyst
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES: MEETINGS 10-20-10 AND SPECIAL MEETING 11-29-10

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the minutes for the October 20, 2010 meeting (passed 6:0:1, Commissioner Clemens abstained).

Commissioner Barton submitted typed amended minutes to the Commission for the special meeting of 11-29-10, expanding the discussion in the draft minutes significantly.

A motion was made by Commissioner Bush and seconded by Commissioner Lipson to approve the amended minutes for the November 29, 2010 special meeting (passed 6:0:1, Commissioner Elford abstained).

PUBLIC HEARING

5.a. Approve the revisions to the job specification for **Wastewater Supervisor, Wastewater Operations Crewleader, Wastewater Operations Leadworker, Wastewater Equipment Operator, Senior Wastewater Pump Mechanic, and Wastewater Pump Mechanic** in the Public Works Department amending the City's Classification Plan.

JoAnn Diaz, Principal Human Resources Analyst, provided late communication job specifications for Wastewater Equipment Operator, Senior Wastewater Pump Mechanic, and Wastewater Pump Mechanic due to typographical errors found in those job specifications that were submitted in the agenda packet.

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the revised job specifications (passed 7:0)

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- 5.b. Approve the revisions to the job specification for **Literacy Program Specialist** in the Library Services Department amending the City's Classification Plan.

A motion was made by Commissioner Clemens and seconded by Commissioner Bush to approve the revised job specification (passed 7:0)

COMMISSION GOALS FOR THE COMING YEAR

The Commission agreed to continue discussion of goals when the next Job Review Status Report is submitted. Michele Carr, Director of Human Resources, stated the report will be submitted on a quarterly basis.

LABOR RELATIONS UPDATE

Ms. Carr reported the proposed holiday closure passed, therefore City Hall and other operations will be closed for the period between Christmas and New Years. She added that the City is not in active negotiations with any of the Associations.

SECRETARY'S REPORT

Ms. Carr reported on the Position Vacancy Report stating there has been active progress in filling vacant positions primarily through promotional opportunities. Ms. Carr mentioned the appointees for the 2011 Council Liaisons to the Personnel Commission are Keith Bohr and Joe Carchio.

COMMENTS FROM COMMISSIONERS

Commissioner Clemens wished everyone a Happy Holiday and New Year and it has been a pleasure working with everyone in 2010.

Commissioner Barton appreciated the organization of the agenda package.

Commissioner Lipson inquired about the grievance still showing on the report. Ms. McGrath responded that some grievances remain on the report due to the anticipation of additional activity.

Commissioner Elford praised Human Resources and the City Attorney for working so well with the Associations thereby avoiding grievances. Ms. McGrath stated the absence of grievances is also a tribute to the Police Chief and Fire Chief for their ability to apply fair discipline.

Discussion ensued regarding the separate grievance processes for safety and non-safety. Ms. Carr explained there are separate bill of rights and state legislation for safety employees. Ms. Carr announced that Lieutenant Reinhart will give the Personnel Commission a presentation on the Public Safety Officers Procedural Bill of Rights (POBAR) at the January 19, 2011 Personnel Commission meeting.

Ms. McGrath stated she will permanently staff the Personnel Commission meetings and to the extent that there are any disciplines that come before the Commission, those matters will be represented by outside counsel. She plans to provide Brown Act training

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12/15/10

at the January 19, 2011 Personnel Commission meeting. She reminded the Commission that they may submit a request for legal opinion at any time; however, since she will staff the meetings, they may be able to resolve many issues without the need to submit a request. Ms. McGrath will assist with parliamentary procedures, Brown Act procedures, and also serves as staff attorney to Human Resources.

Chair Barton requested the agenda process be placed on the January agenda as well.

INFORMATION ITEMS

None

ADJOURNMENT

The meeting adjourned at 6:20 PM to the next regularly scheduled meeting of January 19, 2011.

ITEM # 9

Goals for the Personnel Commission & Staff

1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
3. Develop new classifications to meet changing needs of the City.
4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
5. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Constructive Action Plan (CAP) – Disciplining Alternative program.

ITEM # 11

Vacant Position List

& RECRUITMENT STATUS REPORT

as of January 13, 2011

DEPT	JOB TITLE	QTY	STATUS
ADMINISTRATION			
None			
CITY ATTORNEY			
None			
CITY CLERK			
None			
CITY TREASURER			
	City Treasurer	1	Recruitment closes 1/31/11
COMMUNITY SERVICES			
	Administrative Analyst, Senior	1	On hold
	Director of Community Services	1	On hold
	Marine Safety Officer II	1	On hold
	Recreation Supervisor	1	Freeze Waiver recd - Pending classification review
ECONOMIC DEVELOPMENT			
None			
FINANCE			
	Accounting Technician II	1	Freeze Waiver recd - Name certified 1/12/11
	Administrative Analyst, Senior	2	Freeze Waiver recd - Names certified 1/11/11
	Budget Analyst, Senior	1	On hold - Pending review of classification/position
	Senior Payroll Technician	1	Freeze Waiver recd - Promo recruitment closes 1/26/11
FIRE			
	Deputy Fire Marshal	1	On hold
	Emergency Services Coordinator	0	On hold - Currently underfilled by Admin. Aide
	Fire Battalion Chief	1	On hold
	Fire Captain	1	On hold

Fire Engineer	1	On hold
Firefighter	1	On hold
Firefighter Paramedic	2	Freeze Waiver recd for (1) - Name certified 1/13/11

HUMAN RESOURCES

None

INFORMATION SERVICES

None

LIBRARY

Literacy Program Specialist	1	Freeze Waiver recd - Recruitment closes 1/21/11
Senior Librarian	2	On hold
Theater/Media Technician	1	On hold

PLANNING & BUILDING

Administrative Secretary	1	On hold
Permit & Plan Check Manager	1	On hold

POLICE

Administrative Assistant	1	On hold
Communications Operator	3	On hold
Equip/Auto Maint Crewleader	1	On hold
Parking/Traffic Control Officer	1	On hold
Police Captain	1	On hold
Police Lieutenant	2	On hold
Police Officer	21	Freeze Waiver recd - Eligible list established 1/13/11
Police Records Spec (Tech)	4	Freeze Waiver recd for (1) - Names certified, bkgrd in progress
Police Recruit	4	On hold
Police Services Specialist	2	On hold

PUBLIC WORKS

Administrative Secretary	1	On hold
Equip/Auto Maint Crewleader	1	On hold
Facilities Maintenance Crewleader	2	On hold
Fleet Operations Supervisor	1	Freeze Waiver recd - Names certified 12/09/10
Landscape Maint Leadworker	2	On hold
Landscape Maint Supervisor	1	On hold
Maintenance Operations Manager	1	Freeze Waiver recd - Job offer eff. 1/24/11
Office Assistant II	1	On hold

Project Manager	1	Freeze Waiver recd to underfill - Names certified 1/13/11
Signs & Markings Crewleader	1	On hold
Traffic Maint. Service Worker	1	On hold
Tree Maintenance Crewleader	1	On hold
Utilities Manager	1	Freeze Waiver recd - Names certified 12/8/10
Wastewater Equip. Operator	1	On hold
Wastewater Operations Ldwrkr	1	On hold
Wastewater Supervisor	1	Freeze Waiver recd - Oral exam scheduled for 1/19/11
Water Distrib. Maint. Crewleader	1	Freeze Waiver recd - Promo recruitment pending coordination
Water Distrib. Meters Crewleader	1	On hold

TOTAL	83	
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2011 COUNCIL LIAISON LIST

CITIZEN BOARDS, COMMISSIONS, COMMITTEES, AND TASK FORCES

(Citizen Members Appointed to Four-Year Terms)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Allied Arts Board	Boardman, Dwyer, Harper	1 st Tues, Art Center, 6:00 PM Every other month	Com Services, Kate Hoffman, 374-1658
2.	Children's Needs Task Force	Carchio, Harper	4 th Thurs, B-8, 4 PM, Bi-Monthly (Aug, Oct, Dec, Feb, Apr, June)	Com Services, Janeen Laudenback, 536-5496
3.	Citizen Participation Advisory Board	Boardman, Harper, Shaw	1 st Thurs, B-8, 7:00 PM	Econ. Dev., Sidney Stone, 536-5901
4.	Community Services Commission	Carchio, Hansen, Shaw	2 nd Wed, Chambers, 6:00 PM	Com. Svs., Dave Dominguez 374-5309
5.	Design Review Board	Bohr, Carchio, Hansen	2 nd Thurs, B-8, 3:30 PM	Planning, Tess Nguyen – 374-1744
6.	Environmental Board	Bohr, Boardman, Shaw	1 st Thurs, B-7, 5:30 PM	Admin., Aaron Klemm 536-5537
7.	Finance Board	Individual Appointments	2 nd Wed, B-8, 6:00 PM	Finance, Lori Ann Farrell, 536-5225
8.	Fourth of July Executive Board	Bohr, Carchio, Shaw	1 st Wed, B-8, 6:00 PM	Laurie Payne 714-536-5577
9.	Historic Resources Board	Boardman, Harper	3 rd Wed. Monthly, B-7, 6:00 pm	Planning , Ricky Ramos - 536-5624
10.	Human Relations Task Force	Harper, Shaw	1 st Tues, B-8, 6:45 PM	Com. Services, Elaine Kuhnke, 374-5307
11.	Investment Advisory Board	Individual Appointments	4 th Wed (Jan, Apr, July, Oct) Council Caucus Room, 6:00 PM	City Treas.,
12.	Library Board	Boardman, Harper	3 rd Tues, Central Library, 5:00 PM	Library, Stephanie Beverage, 960-8835
13.	Mobile Home Advisory Board	Bohr, Shaw	4 th Mon, B-7, 6:30 PM	Econ. Dev., Doris Powell, 536-5457
14.	Personnel Commission	Bohr, Carchio	3 rd Wed, B-8, 5:30 PM	Michele Carr (714) 536-5586
15.	Planning Commission	Individual Appointments	2 nd & 4 th Tues; 5:15 PM (B-8) 7:00 PM (Chambers)	Planning, Herb Fauland, 536-5438
16.	Public Works Commission	Individual Appointments	3 rd Wed, Council Chambers, 5:00 PM	Public Works – Travis Hopkins 536-5437
17.	Youth Board	Dwyer, Harper	2nd Mon, 3:30 PM 5 th Floor Conf. Room	Com Services, Gisela Campagne 374-5397

CITY OF HUNTINGTON BEACH
Other City and Citizen Committees
 (Created by City Council Action)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Specific Events Committee (governed by MC 13.54) and Executive Events Committee	Bohr, Carchio, Shaw	Thurs, City Hall-Lower Level, 2 PM (As Needed)	Com Services, Chris Cole 374-5312

COMMUNITY GROUPS
 (Citizen Members Not Appointed by City Council)

	Citizen Group	Council Liaisons	Meeting Date/Place	Staff Contact
1.	Huntington Beach Council on Aging	Bohr, Carchio, Shaw	1 st Thurs, Senior Outreach Center, 9 am	Com Services, Janeen Laudenback, 536-5496
2.	Neighborhood Watch	Boardman, Bohr, Shaw	2 nd Tues, Police Dept, 2 nd Flr. Investigation Conf. Room, 6:30 PM (No meeting July, Aug, Dec)	Police, 536-5933
3.	Oakview Task Force	Carchio, Dwyer, Harper	3rd Thursday of March, June, September, December @ 4 pm	Janeen Laudenback, Com. Services, 536-5496
4.	Sister City Association	Boardman, Bohr, Dwyer	1 st Wed, Central Library Conference Room, 7 PM	Comm. Svs., Gisela Campagne, 374- 5397
5.	3-1 Foundation	Carchio, Dwyer	3rd Tues., 7:30 AM	Laurie Payne, 536-5577

**CITY OF HUNTINGTON BEACH
COUNCIL COMMITTEES**

	Council Committee	Council Committee Members	Meeting Date/Place	Staff Contact
1.	Beautification, Landscape, & Tree	Dwyer, Hansen, Shaw	4 th Tues, PW Conf. Rm, 4:30 PM	Pub Works, Joyce Greene, 536-5437
2.	Citywide Water Quality Subcommittee	Boardman, Dwyer, Harper	Meets Quarterly – Dates to be determined	Pub Works, Terri Elliot, 960-8494
3.	Communications**	Bohr, Carchio, Shaw	4 th Monday, CR #1, 3 PM	Pub Info, Laurie Payne, 536-5577
4.	Economic Development Committee	Mayor, Mayor Pro Tem, Immediate Past Mayor - prescribed Carchio, Hansen, Bohr Downtown -Same as above	2 nd Mon, Rm. #2, 3:30 pm (EDC) 4 th Thurs, B-8, 3:30 pm (Downtown Issues)	Economic Development Stanley Smalewitz, 536-5909
5.	Intergovernmental Relations	Carchio, Dwyer, Harper	4 th Monday, 4 th Floor, CR #1, 4:30 pm	Paul Emery, 536-5482
6.	Santa Ana River & Parkway Comm.	Boardman, Bohr, Dwyer	No set meeting date	Comm. Svs.- Dave Dominguez 714-374-5309
7.	School District/City Meeting	Bohr, Carchio, Hansen	As Needed	Ec Dev, Stanley Smalewitz, 536-5909
8.	Southeast Area	Boardman, Dwyer, Shaw	Bi-Monthly, third Tuesday at 4:30 pm in Lower Lobby, B-8	Ec. Dev. Doris Powell, 536-5457
9.	Strategic Plan Committee (Ad Hoc)	Bohr, Hansen, Harper	As needed	
10.	Sunset Beach Area	Bohr, Carchio, Dwyer	As needed	Scott Hess – 536-5276

**** Two members also serve on the PCTA**

COMMUNITY & REGIONAL AGENCIES AND COMMITTEES (Appointed by Mayor)

	Name of Agency/Committee	Appointee	Meeting Times	Staff Contact
1.	California Coastal Coalition Board	Bohr, Carchio, Dwyer	2-3 meetings/year, various places	Steve Aceti, (760) 944-3564
2.	HB Chamber Business & Government Relations	Bohr, Harper	4 th Wed. ea. Month, 8:00 at Chamber	Laurie Payne 714-536-5577
3.	HB Conference & Visitors Bureau	Carchio, Shaw (Alternate)	3rd Tues, 4:00 pm, Location changes to different hotels	Stanley Smalewitz 536-5909 Laurie Payne 536-5577
4.	League of California Cities, Coastal Cities Group	Shaw	Monthly as scheduled by the State League. May go to bi-monthly	Mary Creasey – State League Phone: (916) 658-8243
5.	O.C. Coastal Coalition	Bohr, Dwyer, Harper	4 th Thurs, Newport Beach Library, 9-11 am	Supervisor Moorlach Office 834-3220
6.	O.C. Council of Governments OCCOG (OCTA Coordinates)	Harper, Bohr (Alternate) Coincides with SCAG Term	4 th Thurs, 10:30 am, Monthly at the OCTA Headquarters	Admin, Paul Emery 536-5482 Dave Simpson 560-5570
7.	O.C. Sanitation District \$170 per meeting	Carchio, Harper (Alternate)	4 th Wed, 7 pm, Sanitation District, FV (Plus Committee assigned by Chair) 10844 Ellis Ave., FV	Lilia Kovach 714-593-7124
8.	O.C. Vector Control District \$100 per meeting	Carchio (2 year term up 12/12)	3 rd Thurs, 3:00 pm 13001 Garden Grove Blvd.	Vicki Blaylock, 971-2421
9.	OCTA Measure M Growth Management Area 6 (GMA 6)	Dwyer, Harper (Alternate)	Annually, typically in May/June	Travis Hopkins – 536-5437
10.	OCTA - 405 Project Committee	Dwyer, Harper (Alternate)	TBD	Pub Works, Bob Stachelski, 536-5523
11.	Public Cable Television Authority (PCTA)* * \$100 per meeting	Bohr, Carchio	3rd Wed, 8:30 am FV City Hall	Laurie Payne, 536-5577 Nicole Cass 714-968-2024
12.	Santa Ana River Flood Protection Agency (SARFPA)***	Harper, Dwyer (Alternate)	4 th Thurs, 4 pm (Every other month) O.C. Water District Office	Nilda Avina, 834-5618
13.	Southern California Association of Governments (SCAG) District 64 Delegate* \$120 per meeting	Harper	1 st Thurs, SCAG Offices, Downtown L.A., 9:00 am – 2:00 pm	Debbie Salcido, 213-236-1800 salcido@scag.ca.gov Admin, Paul Emery, 536-5482
14.	West O.C. Water Board (WOCWB) \$100 per quarterly meeting	Shaw, Carchio	3rd Wednesday of January, April, July and October at the Utilities (formerly Water) Operations Building@ 4:00 pm	Pub Works, Ken Dills, 375-5055

CITY COUNCIL APPOINTMENTS BY STATE & REGIONAL AGENCIES
(FOR INFORMATIONAL PURPOSES ONLY)

	Name of Agency/Committee	Appointments
1.	City Selection Committee-- Held with League of Cities O.C. Division Meeting	Mayor or councilmember designee (prescribed)
2.	League of California Cities – <u>Executive Steering Committee, Orange County Division</u>	
4.	League of California Cities – <u>Housing, Community and Economic Development Policy Committee</u> (Meetings occur quarterly Jan, Apr, June, & Sept. Thurs.)	
5.	League of California Cities – <u>Public Safety Policy Committee</u> (Meetings occur quarterly: Jan, Apr, June, & Sept. Thurs.)	
5.	League of California Cities – <u>Community Services Policy Committee</u> (Meetings occur quarterly: Jan, Apr, June, & Sept. Thurs.)	Carchio (appointed by OC League) 1 year term until 11/11
6.	O.C. Council of Governments (OCCOG) 4 th Thurs, 9 am, Sanitation District, FV (no meetings July/Dec)	
7.	Orange County Emergency Medical Care Committee (4 th Friday, Even Months, 9:00 AM)	
8.	Orange County Transportation Authority Board (2 & 4 Monday each month at 9:00 AM) Contact: Wendy Knowles at 560-5676	Hansen – appointed by City Selection Committee 2 year term – next election Nov. 2011
9.	OCTA Citizen Advisory Committee	
10.	SCAG –Transportation & Communications Committee 1 st Thurs, 10 am, SCAG Offices, Downtown L.A.	
11.	SCAG –Community, Economic, & Human Development 1 st Thurs, 10 am, SCAG Offices, Downtown L.A.	